

**Subpart B—General Application,
Selection and Award Proce-
dures Applications**

APPLICATIONS

**§ 1180.30 Publication of an application
notice; content of the notice.**

Each fiscal year the Director publishes application notices in the FEDERAL REGISTER that explain what kind of assistance is available that fiscal year under the Act.

**§ 1180.31 Information in the applica-
tion notice.**

(a) The application notice usually includes:

- (1) How an applicant can get an application packet containing detailed information about the program including an application form;
- (2) Where an applicant must send its application;
- (3) The amount of funds available for grants;
- (4) The approximate number of grants the Institute expects to make under the program;
- (5) The expected cap on grant(s) that may be applied for;
- (6) Any priorities established by the Institute for that year;
- (7) A reference to the applicable regulations.

(b) [Reserved]

**§ 1180.32 Deadline date for applica-
tions.**

(a) The application notice sets deadline date for applications to be postmarked or hand delivered to the Institute. The applicant shall:

- (1) Mail the application to the address specified in the application notice on or before the deadline date; or
- (2) Hand deliver the application to the address specified in the application notice by 4:30 p.m. (Washington, DC time) on deadline date.

(b) An applicant must be prepared to show one of the following as proof of timely mailing:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other dated proof of mailing acceptable to the Director.

(c) If an application is mailed through the U.S. Postal Service, the Director does not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not date cancelled by the U.S. Postal Service.

**§ 1180.33 Applicants must meet proce-
dural rules.**

The Director is authorized to make a grant only to an eligible applicant that submits a complete application, including attachments, on or before the deadline.

§ 1180.34 Number of copies.

Each applicant shall submit an original and four copies of its application to the Institute.

§ 1180.35 Group applications.

(a) Eligible museums may apply as a group for a project grant.

(b) If a group of museums applies for a grant, the members of the group shall either:

- (1) Designate one member of the group to apply for the grant; or
- (2) Establish a separate, eligible legal entity, consisting solely of the museum group, to apply for the grant.

(c) The members of the group, or entity, shall enter into an agreement that:

- (1) Details the activities that each member of the group plans to perform; and
- (2) Binds each member of the group to every statement and assurance made by the applicant in the application.

(d) The applicant shall submit the agreement together with its application.

(e) If the Director makes a grant to a group of eligible museums, the applicant for the group is the grantee and is legally responsible for:

- (1) The use of all grant funds; and
- (2) Ensuring that the project is carried out by the group in accordance with applicable Federal laws, regulations, and requirements.

(f) Each member of the group is legally responsible for: